

OS REGISTRY

27 OCT 1987

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-2246

DATE

22 October 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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DDA 87-2246
22 October 1987

MEMORANDUM FOR: Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Maintenance of a Drug-Free Workplace

1. Several weeks ago we prepared a paper entitled "Enforcement of Drug and Alcohol Abuse Policy." The Office of General Counsel is now using that document to write a statement which can be given to the Justice Department and used on the Hill. A copy of that draft statement is enclosed.

2. Please review the draft statement for accuracy, bearing in mind it is based on the previous document we agreed to, and return it to me with any comments you may have as soon as possible.

[Redacted Signature Box]

William F. Donnelly

Attachment

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